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academic overview//

year/	qualification/	institution/
2014	Bachelor of Design (Architecture)	Queensland University of Technology, Brisbane
	[acheivements]	*Second major in Landscape Arch.* *GPA of 5.4 on a 7.0 scale* *Acheived over 5.0 in 90% of subjects* *Golden Key Honours Award*
2009	Certificate in AutoCAD (Level I & II)	Gold Coast Institute of Tafe, Gold Coast
2009	Certificate in Bookkeeping	Computer Smart, Gold Coast
2009	Certificate in MYOB	Computer Smart, Gold Coast
2008	Certificate I & II in Visual Arts	Coombabah High School, Gold Coast
2008	Senior school certificate	Coombabah High School, Gold Coast
	[acheivements]	*Academic award for Graphics* *Academic award for Drama* *Cultural commendations for school involvement* *Acheived all HA & VHA grades*

work overview//

year/	position/	company/	reponsibilities/
2009 – current	Admin/marketing	Source Co Pty Ltd	– Administration duties
			– Reception duties
[acheivements]		*Implemented processes that improved efficiency*	– Prepare tender applications
		Acting marketing manager	– Online/digital marketing
		Implemented successful national campaign	– Website management（CMS）
		Launched new website that increased sales	– Database management
2013	Admin/marketing	First Step Rehabilitation	– General administration
			– Paperwork and filing
			– Medicare, DVA & HICAPs claims
			– Company branding and graphics
2013	Draftsperson	Rico Recovery Systems	– Drafting of site and building plans
			– Liaison with builders and contractors
			– Preparing and editing drawings
			– Adherence to standards and NCC

experience overview//

year/	position/	company/	learning/
2011 – 2012	student	MPS Architects	– Conceptual development
			– Operation of ArchiCAD
			– Experience in office environment
			– Team work
			– Residential drafting

activities + memberships + associations//

Australian Institute of Architects

Golden Key International Honours Society

Australian Institute of Architects

technical software skills//

product name/	version/	aptitude/
Autodesk Revit	All	[intermediate]
Autodesk AutoCAD	All	[intermediate]
Adobe Photoshop/Illustrator/InDesign	CS4/5/6	[advanced]
Graphisoft ArchiCAD	14/15/16	[intermediate]
Laser cuttter	–	[intermediate]
Corel Draw	6.0	[limited]
Google SketchUp	All	[advanced]
Lumion	3	[limited]